



Bishop Luffa School
A Church of England Teaching School

'I have come in order that you might have life - life in all its fullness'

John 10:10

'Always our best because everyone matters'

Welcome



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Name:

Primary School:



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All about me

I am happiest when:

When I grow up, I would like to be:

My favourite food is:

My favourite music is:

My favourite sport is:

My favourite programme is:

My favourite colour is:

Three things I like to do when I'm not in school:

1)

2)

3)



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Your first day at Bishop Luffa



Your first full day at Bishop Luffa will be at the start of September. Unlike your transition day, you will need to be in school for 8:00 like everybody else – so it is a very early start! When you first arrive, you will be greeted by our Sixth Form students who will direct you to the Bartlett Hall where you will have breakfast with your Tutor Group, Form Tutor and your Head of House. There will also be some Year 8 students to help you who are house buddies; they were in exactly the same situation as you only a year before! This will also be your first chance to see everyone in their brand-new school uniform.

For the rest of the day you will get the opportunity to work with your new Tutor Group, to meet everyone properly and to make new friends, and to develop study skills and teamwork. You will also be given your timetable and important information about how the school works. There is no need to worry about bringing a full bag of books and equipment on this day – just pens and pencils will be enough.

On your first day the school will seem very large and it may feel a little overwhelming, but as you grow more confident it will start to feel smaller and you will be able to find your way around more easily. For the first week or so you will be collected from your lessons by your subject teachers who will lead you to your classrooms. Once we think you're ready, you will then be able to find your own way around the school – but remember if you're feeling lost, you can always ask someone and they will point you in the right direction.

On the first day you will also have a chance to find out about the other things that go on at school in addition to lessons. This will include all the types of clubs and activities that you can join, opportunities to meet other people, sporting activities and extra trips that run throughout the school year – so make sure to get involved in as much as possible!

When you get home, your parents will be keen to find out how you got on and will want to know every detail about your day. If you can, tell them what you have been doing – they are not 'being nosey', they are interested! Remember, starting secondary school is a big deal for them too.

Good luck!



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Equipment

You will be used to having lots of different bits of equipment to help at your primary school – and here at Luffa is no different. When you join, some important things you might need would include:

- A fairly large and sturdy waterproof bag
- A geometry set (compass, protractor, set square etc.)
- A scientific calculator
- A reading book
- A re-usable water bottle
- A pencil case containing:
 - blue, black and green ballpoint pens
 - A pencil, rubber and sharpener
 - A ruler
 - A glue stick
 - Highlighters
 - Colouring pencils
 - Craft scissors

If you forget some of your equipment when you first start at Luffa, please don't worry – teachers are there to help you and we know there is a lot to remember.

For a good start to your school day, make sure you are organised the night before – don't pack your bag two seconds before you run off to catch the bus! Check your timetable and your planner to make sure you have all the right equipment for the lessons ahead. Your planner will also tell you if there are any special events happening in school, such as trips or non-uniform days.

It is also a good habit to make sure your items of uniform are ready for the next morning; make sure to ask your parents or carers for help with this too.

Most importantly, make sure you go to bed at a reasonable time and keep all electronic devices like mobile phones, iPads and games consoles outside of your bedroom so you're not distracted by them. The school day at Luffa starts early and the last thing you want is to be tired before you get there!



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Daily Schedule

Something which may feel a bit daunting starting secondary school is having to get used to all of your new lessons and teachers. You will have five different lessons a day in five different classrooms with five different teachers – this will definitely be a big change from primary school. There will also be some subjects that you might have never studied before such as Textiles, Spanish or Product Design. There will also be some subjects you have studied before but you may not have studied in specialised classrooms, such as Science in laboratories, Technology in workshops or PE on the MUGA.

When you start at Luffa, your Form Tutor, teachers and Heads of House will help you find your way around so please don't worry if you're not too sure where you need to be. Remember you can always ask someone if you are unsure.

The timing of the school day will also be different from what you are used to at primary school. Every day at Bishop Luffa follows the timings below:

08:00	Warning bell for registration/assembly
08:05 – 08:25	Registration/assembly
08:25 – 9:25	Period 1
09:25 – 10:25	Period 2
10:25 – 10:41	Break
10:45 – 11:45	Period 3
11:45 – 12:45	Period 4
12:45 – 13:25	Lunch
13:30 – 14:30	Period 5



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An example timetable

To fit all of your different lessons in, we have a two-week timetable – Week A and Week B. Below is an example of what your timetable might look like.

In each box you can see the subject, the initials of your teacher, and then the classroom. Compared to primary school it may feel like having so many teachers means it will be difficult to remember them all, but don't worry – you will pick them up very quickly.

	1	2	3	4	5
MonA	French KCE L5	History KHY H2	PE General EUT GYM	Art MCL A8	Science MHR S11
TueA	Maths HKE M5	PSHE MEB A4	Geography AJP H7	English KAN E9	Food Tech RGH T1
WedA	Science MHR S11	English KAN E9	French KCE L5	PE Games JFR FD1	Religious ERN H10
ThuA	Food Tech RGH T1	Geography AJP H7	Maths HKE M5	English SPI E1	Science MHR S11
FriA	Maths HKE M5	Music MEB A4	Drama JLR A5	French KCE L5	Comp Scier DTA IT2
MonB	Geography MWN H8	Music MEB A4	English SPI E1	Science MHR S11	Maths HKE M5
TueB	English SPI E1	PE General EUT GYM	History KHY H6	French KCE L5	Maths HKE M5
WedB	Science MHR S11	Food Tech RGH T1	Religious ERN H13	English KAN E9	Art HFD A7
ThuB	English KAN E9	Maths HKE M5	PE Games TBT FD1	Religious ERN H10	Food Tech RGH T1
FriB	Drama JLR A5	Science MHR S11	History KHY H6	Comp Scier DTA IT2	French KCE L5

AJP: Mr A J Putnam

DTA: Mr D T Tunthuwa

ERN: Miss E Rawlinson

EUT: Miss E Unitt

HFD: Mrs H Friend

HKE: Mr H J Keane

JFR: Mrs J E Feakins-Taylor

JLR: Miss J M Lawlor

KAN: Mr K E Allman

KCE: Mrs K E Christie

KHY: Miss K M Hurry

MCL: Miss M R Cahill

MEB: Mr M E Bennett

MHR: Mr M M Hunter

MWN: Mrs C C S Wilburn

RGH: Mr R Goldsmith

SPI: Mrs S Pilgrim

TBT: Mr T Blewitt



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Houses

The school has eight houses that includes students from all year groups, from 7 to 13. There are lots of house activities you can get involved with such as inter-house drama, inter-house dance and different sports teams. Each house also has their own house charity which you will raise money for over the course of the year. At the end of every year, one house is awarded the House Cup based on how well each house has done in all the inter-house competitions and who has the most house points.

House	Head of House	Form Tutor
Andrewes	Mr R Goldsmith	Mrs Lopez Gamero
Burrows	Mrs R Bagdoniene	Mr Owen
King	Miss K Hurry	Mr Healy
Otter	Mrs J Feakins-Taylor/Mrs J Stone	Mrs Christie
Ridgeway	Mr J Vann	Mr Luff
Sherborne	Mr T George	Mrs Bonney
Story	Mrs Charge	Mrs Callaghan
Wilson	Mr K Allman	Mrs Copeland / Mrs Stallard

Just like your primary school, Bishop Luffa also has some other teachers who you may get to know including Deputy and Assistant Headteachers.

LEADERSHIP TEAM		
Headteacher		Mr A Hindman
Deputy Head	Launchpad	Mr S Williams
Deputy Head	Curriculum and Progress	Mr S White
Assistant Head	Head of Support	Mrs O Basurto
Assistant Head	Teaching and Learning	Mr T Brown
Assistant Head	Head of KS4	Mrs K Faulkner
Assistant Head	Student Behaviour and Ethos	Mr A Jackson
Assistant Head	Head of Sixth Form	Mr J Saunders
Assistant Head	Christian Distinctiveness	Mrs A Smith
Assistant Head	Transition and Induction	Mr N Topley
Assistant Head	Wellbeing	Mrs L Watson
Business Manager	Director of Resources	Mr M Nicholds

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The planner

For some of you, homework will be a new experience – for others, it will already be a part of your school life. Some of your homework will be recorded online, but you may also find it useful to organise yourself with your planner which you will be given on your first day by your Form Tutor. You can see an example of what each page looks like below. Your Form Tutor should also ask your parents or carers to sign your planner every week so that they can check on your homework too, as well as pass on any messages.

The front half of your planner contains all of the school rules so that you can refer to them if you need to, particularly regarding homework, how to use the IT equipment, uniform and mobile phones. In the back of the planner there is lots of useful information including a map of the school, a periodic table, English connectives, a world map and well-being advice.

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What if?

You probably have hundreds of questions that you'd like answered; remember once you're here you can ask your Form Tutor, Head of House, teachers, or indeed other students if you're not sure about something. Some things you will also work out for yourself pretty quickly.

Below are some questions that previous Year 7 students said they were worried about before they started at Luffa – they may help you too.

What if I don't feel well?

Just like at your primary school, we have a Medical Room – your Form Tutor will show you where this is on your first day. If you have hurt yourself or are feeling unwell, ask your teacher's permission and you can go to see Mrs Langley, our Health Care Manager. If you are too unwell to stay in school, Mrs Langley will contact your parents for you.

What if I lose my timetable and don't know where I'm meant to be?

Firstly, if you see someone from your class, ask them! If you are still unsure, head to Reception where the receptionist can print you a new timetable or point you in the right direction.

What if I forget to bring in some equipment?

If the equipment is important – such as PE kit or ingredients for Food Technology – go to Reception and ask for permission to phone your parents or carers so they can bring it in, if possible. If it is a smaller item – such as stationery – then you may be able to borrow an item from your Form Tutor or teacher. At the start of Year 7 your teachers do understand that you may sometimes forget things, but remember to pack your bag the night before and plan ahead.

What if I forget my lunch?

Just like if you forget some important equipment, go to Reception and ask to contact your parents or carers. Similarly, if you have run out of money on your account then talk to your Form Tutor or Head of House – they can allow the canteen to lend you money for the day if need-be, but just like forgetting your equipment you do want to make sure you're as organised and prepared for the day ahead as possible.



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What if I lose something?

Lost property is held in Reception. If you have lost something and it has not yet been handed in, then Mrs Maxwell will make a note of what you have lost and make sure it is returned to you when it is handed in. Just like at primary school, make sure your name is on anything you bring in so that it can be easily returned. The school is a big place – sometimes things can be lost and may not be found for some time. With that in mind, do think twice about what you bring into school – especially expensive electrical equipment – and as to whether or not you really need it with you for the school day.

What if I have to leave school during the day?

If you need to leave school for something such as a medical appointment or music exam, your parents need to contact your Form Tutor or Head of House to let them know when you will be leaving. When you leave school, you then need to sign out at Reception at the front of school. Similarly, if you come into school late because of an appointment, you also need to sign in at front reception and make sure your Form Tutor or Head of House know.

What if I miss registration?

Sometimes you may be late because of traffic or delays to your bus or train. In that case, much like if you are coming into school after an appointment, you must go to Reception and sign in.

What if I lose my locker key?

If you forget your key, then Reception can ask for one of the site team to open your locker. If you have lost your key completely, then your parents or carers can order a replacement key.

What if I get my uniform dirty or wet on a rainy day?

Your Form Tutor or Head of House can write a note for your teachers in your planner explaining what has happened.

Remember if you aren't sure, just ask – there is always a solution!





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Luffa Q&A

Try to find the answers to the questions below. Some of the answers will be in this booklet, some of them you will need an adult to help you, and some you will find out when you start in September. Remember if there are any that you aren't sure about – ask!

Questions about getting to school	Best way to find out	Answer
How will I get to school?		
How much will my train/bus cost?		
Who will I go to school with?		

Questions about the school	Best way to find out	Answer
What time does school start and finish?		
What time is break and lunch?		
How much will lunch cost?		



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Where do students go at break and lunch time?		
What activities can I do after school?		
How much homework will I get?		
What rewards do I get for doing well in my lessons?		
Who is the best person to talk to if I am having problems?		

Questions about uniform and equipment	Best way to find out	Answer
What will I have to wear to school?		
What PE kit do I need?		



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What stationery must I bring?		
What kind of bag should I have?		

Questions about who's who	Best way to find out	Answer
What is the Headteacher's name?		
What is my Form Tutor's name?		
What is my Head of House's name?		

Questions about getting to school	Best way to find out	Answer
How many lessons do I have a week?		
How many different subjects do I study?		



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Your own questions

You will almost certainly have more questions of your own. Write them here and then see if you can find the answer – and if not, remember to ask in September!

Question	Best way to find out	Answer



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After your transition day

What did you do? What did you see?

What did you like at the school?

What didn't you like?

How was it different from your primary school?

Was there anything that surprised you?

What are you now most looking forward to in September?



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Don't just take our word for it – here's what some of last year's Year 7 had to say...

My main worries about joining Bishop Luffa were getting to class on time and getting loads of homework. My advice would be not to worry; the teachers understand how you feel and older students will help you find your way around. I have enjoyed getting to know new friends and having subjects which I didn't have at my old school. I think I have become more confident and really organised. Year 7 is a great year and experience. There is no need to be worried and at the end of the year you will wonder why you were!

When I started at Bishop Luffa I was worried about getting up late and missing the bus, also about forgetting homework. I didn't need to worry about forgetting homework because I had my planner to write everything down. So that I don't miss my bus I always set my alarm a few minutes before I need to get up so I have plenty of time. I am much more prepared and organised now and I enjoy the wide range of subjects. The thing I enjoyed most this year was being part of the editorial team for the Written Life magazine.



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I was so nervous the first day but also super excited! Everything seemed so big and different but I just kept reminding myself that year in year out all Year 7s go through this and survive. I am so glad I got into Bishop Luffa. It is a fantastic school. I have already made friends for life. The teachers are so understanding and I wish all the new Year 7s all the best. They will love it! Live love learn Luffa!

Don't worry about becoming a Year 7, it's so much fun! Yes, I will admit the school is quite big but it is really easy and quick to find your way around, there will always be someone to help you around if you are still not sure. I am so happy I came to Bishop Luffa because I made so many new friends just like you will, you even get to go on a trip to the Isle of Wight with your class. There are so many fun memories to keep from that trip like bowling and Robin Hill. Trust me you will have a great first year here!



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